



**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF MENTAL HEALTH**

**VACANCY ANNOUNCEMENT**

<b>ANNOUNCEMENT NO:</b> MHA-09-81	<b>POSITION:</b> Provider Relations Specialist
<b>POSITION SERIES:</b> 0601	<b>POSITION GRADE:</b> DS-13
<b>OPENING DATE:</b> 7/24/09	<b>CLOSING DATE:</b> 7/30/09
<b>IF "OPEN UNTIL FILLED"</b> <b>FIRST SCREENING DATE:</b>	<b>SALARY RANGE:</b> \$72,010-\$92,782 per annum
<b>WORKSITE:</b> 64 New York Avenue, NE Washington, DC 20002	<b>TOUR OF DUTY:</b> 8:15 a.m.-4:45 p.m. Monday - Friday
<b>PROMOTION POTENTIAL:</b> None	<b>AREA OF CONSIDERATION:</b> Department-Wide Only
<b>AGENCY:</b> DMH/MHA/Provider Relations Division	<b>NO. OF VACANCIES:</b> One (1)
<b>DURATION OF APPOINTMENT:</b> (X) Permanent ( ) Term (13 months to 4 years) Not to Exceed _____. ( ) Temporary (Up to 1 year), Not to Exceed _____ months.	
( ) This position IS in the collective bargaining unit represented by _____ and you may be required to pay an agency service fee through an automatic payroll deduction.	
(X) This position IS NOT in a collective bargaining unit.	
<b>RESIDENCY REQUIREMENT:</b> A person applying for a position in the Career Service, Educational Service, Management Supervisory Service, a line attorney position in the Legal Service (Series 905), or an attorney position in the Excepted Service (Series 905) who is a bona fide District resident, AT THE TIME OF APPLICATION for the position, may be awarded a 10-point residency preference over non-District applicants, unless the person declines the preference points. If selected, the person shall be required to present no less than 8 proofs of bona fide District residency and maintain such residency for 7 consecutive years from the effective date of the appointment. Failure to maintain bona fide District residency for the 7-year period will result in forfeiture of employment.	
<b>BRIEF DESCRIPTION OF DUTIES:</b> The incumbent of this position is responsible for implementing and coordinating activities of the service delivery system for certified and potential providers of Mental Health Rehabilitation Services (MHRS). Provides input to Request for Proposals ((RFP) and contracting process. Establishes and maintains databases and tracking systems appropriate to the activities of the position. Identifies grant resources, initiates proposals and serves as grant manager when appropriate. Identifies strategies to support existing and new program initiatives. Collaborates with staff of Adult Services, Child & Youth Services, and other divisions in or external to the Office of Delivery Systems on evaluating the effectiveness of the service delivery system.	
<b>QUALIFICATIONS REQUIREMENT:</b> Candidates must have completed a full four (4) year course of study in an accredited college or university leading to a bachelor's degree with major study in an academic field relating to health science or allied sciences pertinent to the position. In addition to meeting the basic requirements, this position requires one (1) year of specialized experience equivalent to the next lower grade level. Specialized experience is experience, which has equipped the candidate with the particular knowledge, skills and abilities to successfully perform the duties of the position to be filled.	
<b>SELECTIVE PLACEMENT FACTOR(S):</b> None	

## SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors. Please describe specific incidents from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS MAY ELIMINATE YOU FROM CONSIDERATION.**

### RANKING FACTORS

1. Mastery of principles, methods, practices, and techniques applicable to the field of mental health care delivery sufficient to coordinate full range of program activities.
2. In-depth knowledge of MHRS, as well as extensive experience with mental health programs in order to serve as a Provider Relations Specialist.
3. Knowledge and understanding of both clinical and financial implications of healthcare delivery systems.
4. Ability to communicate, both orally and in writing, in order to prepare reports and documents, and make presentations for both internal and external customers.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE WILL BE ALLOWED AS DEFINED BY OPM'S X-118 QUALIFICATIONS STANDARDS. HOWEVER, IN ORDER TO RECEIVE CREDIT YOU MUST SUBMIT OFFICIAL PROOF OF EDUCATIONAL ATTAINMENT WITH YOUR APPLICATION. TIME-IN-GRADE REQUIREMENTS ARE APPLICABLE. APPLICANTS CLAIMING VETERANS PREFERENCE MUST SUBMIT OFFICIAL PROOF WITH THE APPLICATION.

APPLICATIONS SUBMITTED FOR CONSIDERATION WILL NOT BE RETURNED TO THE APPLICANT, EXCEPT THAT APPLICATIONS RECEIVED OUTSIDE THE AREA OF CONSIDERATION OR AFTER THE CLOSING DATE WILL BE RETURNED WITHOUT ACTION.

**HOW TO APPLY:** ALL APPLICANTS, INCLUDING DEPARTMENTAL EMPLOYEES AND OTHER D.C. GOVERNMENT EMPLOYEES, MUST SUBMIT THE DISTRICT OF COLUMBIA GOVERNMENT EMPLOYMENT APPLICATION, DC 2000. SELECTION (S) FROM THIS VACANCY ANNOUNCEMENT PENDING CLEARANCE THROUGH PRIORITY PLACEMENT PROGRAMS. "A NON-COMPETITIVE SELECTION OF A CANDIDATE ON THE AGENCY'S REEMPLOYMENT PRIORITY LIST OR THE DISPLACED EMPLOYEE'S PRIORITY LIST WILL RESULT IN CANCELLATION OF THIS VACANCY ANNOUNCEMENT."

**WHERE TO APPLY:** DEPARTMENT OF MENTAL HEALTH  
DIVISION OF HUMAN RESOURCES  
64 NEW YORK AVENUE, NE, 5<sup>th</sup> Floor  
WASHINGTON, D.C. 20002  
ATTN: Cynthia Hawkins (202) 673-6495  
FACSIMILE: (202) 673-4386

IN ACCORDANCE WITH THE D. C. HUMAN RIGHTS ACT OF 1977, AS AMENDED, D. C. CODE SECTION 1-2501 et seq. ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME, OR PLACE OF RESIDENCE OR BUSINESS. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.

**OFFICIAL JOB OFFERS ARE MADE ONLY BY THE DEPARTMENT OF MENTAL HEALTH, DIVISION OF HUMAN RESOURCES.**

**DRUG-FREE WORKPLACE ACT OF 1988.** "Pursuant to the requirements of the Drug-Free Workplace Act of 1988, the individual selected to fill this position will, as a condition of employment, be required to notify his or her immediate supervisor, in writing, no later than five days after conviction of or plea of guilty to a violation of any criminal drug statute occurring in the workplace."